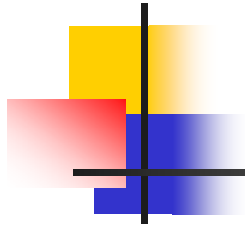




California Department of General Services, Procurement Division

Welcome to Supplier / Vendor Training for the eProcurement System

*Presented by
California Procurement and Contracting Academy -
CalPCA*



Session Objectives

1. Get registered
2. Validate your business profile and notification needs
3. Get certified

Questions and Answers will be addressed based on these objectives.



DGS HOME PAGE

- What's New
- eProcurement
- Small Business & DVBE
- SB & DVBE Certification
- Bid Opportunities
- Contract Options
- Executive Biographies
- Public Records Request
- Site Map
- Contact Us



Welcome to the Procurement Division

NOTICE!!**NEW!**

The Department of General Services will be hosting eProcurement Supplier/Vendor Webinar training. To participate, please click on the following link: [eProcurement Supplier/Vendor Webinar Training](#)

A Message to our Suppliers Regarding eProcurement Registration

DGS wants to assure you that there is no fee for any supplier to register, receive email or fax notifications, download or respond to State of California bid solicitations, or for being awarded a State contract. At no time do we require suppliers to enroll in any paid subscriptions to view California State bidding opportunities (for example, BidSync's own BidLync.) Such subscription services are optional to you and the State neither endorses nor is affiliated with them.

Please be aware that BidSync, which is the State of California's contractor for its eProcurement system, also hosts the bid sites for many other procurement organizations. Those bidding opportunities may require a fee.

We want to make things easier for you to become registered on the California BidSync system and also to get certified as a State of California Small or Disabled Veteran Business Enterprise firm. To that end, we have placed a videotaped [webcast](#) and registration and "opt out" instructions on this website at www.documents.dgs.ca.gov/eprocure/steps.pdf to register with bidsync.pdf.

We recognize that the transition to this or any new system will not be without obstacles for both State of California buyers, and our supplier community. In the long term, however, we think that eProcurement will provide far greater transparency into our buying processes and greater access to State of California contracting opportunities.

eProcurement System Launch

On March 16, 2009, the DGS-Procurement Division launched a new eProcurement (eP) system. The California State Contracts Register (CSCR), the State Contracting and Procurement Registration System (SCPRS), the State's Leveraged Procurement Agreements (LPAs), and the Small Business (SB) and DVBE queries and SB/DVBE online certification application have been modified and are only accessible through the new eP system. For more information, please visit our eProcurement webpage, <http://www.eprocure.dgs.ca.gov/>.

About the DGS/Procurement Division**The Department of General Services (DGS) Procurement Division sets state**

procurement policies and provides purchasing services, helping departments achieve their missions. It delegates purchasing authority, certifies small/disabled veteran businesses to do business with the state, sponsors the Small Business Council, participates in the Disabled Veterans Business Enterprise Council, and provides innovative purchasing methods that save taxpayer dollars, integrating quality solutions to meet customers' needs.

Sell to CA**For businesses that want to sell products or services to state government**

The State of California spends billions of dollars each year on contracts with California businesses, small and large. Your firm can be a part of this dynamic marketplace doing business with state government. Click on the link to learn how the State buys products and services and how your business can become a supplier to the State of California. [Selling to the State](#)

eProcurement - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Word Excel PowerPoint

Address <http://www.eprocure.dgs.ca.gov/default.htm> Go Links

CA.GOV **eProcurement** **DGS**
PROCUREMENT DIVISION

Skip to: [Content](#) | [Footer](#) Search **GO**

Home **Suppliers** **State/Local Buyers** **Training** **FAQs** **About eP** **Contact Us**

FEATURED LINKS

- [DGS Home Page](#)
- [Procurement Home Page](#)

eProcurement

Register or Login to eProcurement (BidSync)

Bidding Opportunities

California State Contracts Register (CSCR)

- [View CSCR Ads](#)
- [View Progress Payments](#)
- [Special Announcements/Award Notices](#)
- [Alternative Access](#)

SB/DVBE

Small Business and Disabled Veterans Business Enterprise Services

- [SB/DVBE Search](#)
- [SB/DVBE Online Certification Application](#)
- [SB/DVBE Homepage](#)

Registering Purchasing Information

State Contracting and Procurement Registration System (SCPRS)

View Statewide Contracts

- [Search Contracts or Leveraged Procurement Agreements \(LPAs\)](#)

<http://www.eprocure.dgs.ca.gov/aboutEP/>

Start | **Inbox - Microsoft Outlook** | **Released Management M...** | **eProcurement - Micro...** | **Training** | **Microsoft PowerPoint - [...]** | **Internet** | **10:44 AM**



Department of
General Services
BUILDING GREEN · BUYING GREEN · WORKING GREEN

California Certifications

If you are unable to locate a certified firm, please contact **Small Business and DVBE Services** at 916-375-4940.

SEARCH FOR SPECIFIC FIRM

Business Name ?

Supplier ID

SEARCH FOR LIST OF CERTIFIED FIRMS

Certification Type

- ☐ Micro Business (MB)
- ☐ Small Business (SB)
- ☐ Disabled Veteran Business Enterprise (DVBE)
- ☐ Non-Profit Veteran Service Agency (NVSA)
- ☐ Non-Profit (NP)

Business Type

- ☐ Construction
- ☐ Manufacturer
- ☐ Non-Manufacturer
- ☐ Service

Keywords
(please separate multiple keywords with a space)

Zip Code(s)
(please separate multiple zip codes with a comma ",")

City

Service Area

UNSPSC Classifications [Select UNSPSC Classification Codes](#)
(please separate multiple codes with a comma ",")

NAICS Classifications [Select NAICS Classification Codes](#)
(please separate multiple codes with a comma ",")

Construction/Contractors License Codes



Get Registered

1. Go to www.bidsync.com to get registered
2. Choose a username and password to begin building your supplier profile

Supplier Registration



Free Registration



At BidSync, our Agency Members transact hundreds of millions of dollars each year. These members post their bids on our site in search of your offers. Using Free Registration, you not only receive, but respond to the entire bidding process electronically. You submit terms and conditions, supplier forms, and bid specific documents — all online! And the best part is that you can access all of this for FREE!

[more »](#)

- Sell to Nearly 200 Agency Members
- 250-500 Electronic Bid Listings
- Electronic Response

Free Registration



**California Supplier
Registration**

BidLync



Don't waste time searching for bids, spend it winning them! Capture more bids, sell more product, and stay ahead of your key competitors. Take greater control of your market and tap further into a \$3 trillion industry.

[more »](#)

- Enhances Free Registration
- Access an additional 15,000 - 20,000 bids from Agencies websites
- Receive daily notifications for products and services you sell
- Unrestricted number of users
- No hidden or regional fees

BidLync

6 Months
\$289.00

1 Year
\$399.00

2 Years
\$660.00

Notice: If you have already signed up with Free Registration **do not sign-up with BidLync here.** Sign-in to your account, there is a different process you will use to upgrade your free account to a BidLync account.

Questions? BidSync representatives are standing by. 801.765.9245 | support@bidsync.com



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Supplier Registration

Step 1 **Step 2** Step 3 Step 4 Step 5 Step 6 Step 7
 Select Plan Organization Regions Notifications Classifications Confirmation Complete

Registration Type: **Free Registration**

1. Organization Information

Organization Name
 Description

2. Main Contact

First Name
 Last Name
 Email
 Email Confirm
 Phone

3. Organization Address

Street Address
 City
 State
 Zip Code
 Country
 Timezone

4. Create Login

User Name
 Password



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Supplier Registration



Registration Type: **Free Registration**

1. Select Regions

- | | |
|---|--|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Nevada |
| <input type="checkbox"/> Alaska | <input type="checkbox"/> New Brunswick |
| <input type="checkbox"/> Alberta | <input type="checkbox"/> New Hampshire |
| <input type="checkbox"/> Arizona | <input type="checkbox"/> New Jersey |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> New Mexico |
| <input type="checkbox"/> British Columbia | <input type="checkbox"/> New York |
| <input type="checkbox"/> California | <input type="checkbox"/> Newfoundland and Labrador |
| <input checked="" type="checkbox"/> The State of California | <input type="checkbox"/> North Carolina |
| <input type="checkbox"/> Alameda County | <input type="checkbox"/> North Dakota |
| <input type="checkbox"/> Alpine County | <input type="checkbox"/> Northwest Territories |
| <input type="checkbox"/> Amador County | <input type="checkbox"/> Nova Scotia |
| <input type="checkbox"/> Butte County | <input type="checkbox"/> Nunavut |
| <input type="checkbox"/> Calaveras County | <input type="checkbox"/> Ohio |
| <input type="checkbox"/> Colusa County | <input type="checkbox"/> Oklahoma |



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Supplier Registration

Step 1 Select Plan Step 2 Organization Step 3 Regions Step 4 Notifications Step 5 Classifications Step 6 Confirmation Step 7 Complete

Registration Type: **Free Registration**

1. Set Notification Preferences

Tell us how you'd like to receive notifications.

NEVER	EMAIL	FAX	NOTIFICATION TYPE
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Notify me of bids I've been invited to.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Send me a confirmation message every time I submit offers on a bid.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Notify me when a bid I participate in is tabulated.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Notify me when a bid I participate in is awarded.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Notify me as soon as an Order is placed.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Send me a daily list of all Bids of Interest to me.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Include BidLync Bids in my Bids of Interest email.

Preference Selection: [Never*](#) [Email](#) [Fax](#)

* You cannot de-select the "Notify me of bids I've been invited to" notification. Default notification for this preference is Email.

2. Set Agency Types

Select the types of agencies with which you wish to work.

<input type="checkbox"/>	School District
<input type="checkbox"/>	University/College
<input checked="" type="checkbox"/>	State
<input type="checkbox"/>	County
<input type="checkbox"/>	Municipality
<input type="checkbox"/>	Community College
<input type="checkbox"/>	Port/Transit Authority
<input type="checkbox"/>	Federal
<input type="checkbox"/>	Private
<input type="checkbox"/>	Other

[Select All](#) [Deselect All](#)

[« Previous Step](#)

[Next Step »](#)

Supplier Registration



Registration Type: **Free Registration**

In order to provide better access to bids in our system, we ask that you tell us a little bit about the industries your organization works in. Use the Keyword Search below to find industries that apply to your organization. At least one industry classification is required.

1. Classification Search

Type in the classification or NIGP number you would like to search for.
(NIGP Code 18th Edition 01-29-2008)

☐ Exact Match ☒ Expanded Match

Search by Keyword or NIGP Code

[Search Tips](#)

Current Filters: *none*

Showing 27 of 27 results

2. Choose Classifications

☐ 2540 441 Lumber Codes

3. Verify Your Selection

☐ Lumber Codes



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Supplier Registration



Registration Type: **Free Registration**

Please take a moment to confirm the information you have entered so far in this registration process. If you need to make any corrections, you may click on the appropriate step in the navigation bar to be taken directly to that step.

Subscription Plan

Plan Name	Free Registration
Plan Amount	0.00

Organization Information

Organization Name	Strike It Rich
Description	Hardware and Lumber
Name	Matthew Valdez
Email	Matthew.Valdez@dgs.ca.gov
Phone	916-375-4456
Street Address	707 3rd Street West Sacramento, CA 95605 United States
Time Zone	Pacific Time (US & Canada); Tijuana
User Name	MatthewVVVV



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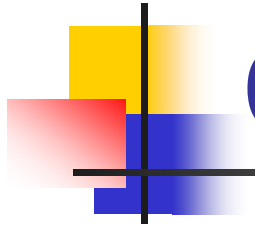
Supplier Registration



Registration Type: **Free Registration**

Congratulations, you have successfully registered.

You will receive an email within 24 hours informing you that your account has been activated. If you are not able to login to the site within 24 hours, please contact Vendor Support at 1-800-990-9339. They can also assist you with any questions you may have. Thank you for registering with BidSync, LLC.



Question & Answer Time

- Remember to raise your “Hand” if you have a question. This is used to alert us.
- The Hand shaped icon should be located in the upper right-hand corner of your screen.
- If you have voice capabilities – You must TURN IT ON
- If you do not have voice capabilities – Then write your question on the screen.

NOTE: Please keep your questions within the scope of our objectives for this presentation.



Registration Validation

– 24 Hours Later –

- You will receive a confirmation e-mail from BidSync
- Login to BidSync and complete the California registration process
- Use your **new** user name and password that you selected
- Remember there is no cost when registering with the State of California



Confirm your Profile

1. Confirm your registration information
2. Choose your **UNSPSC** classifications
3. Link your BidSync Registration with the State of California
4. SB / DVBE Verification



[forgot your password?](#)
 username password [Log In](#)

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GOVERNMENT SPENDING HITS ITS HIGHEST RATE IN 30 YEARS
 PUBLIC PURCHASE OF GOODS AND SERVICES EXPECTED TO REACH NEARLY \$3 TRILLION
 FEDERAL SPENDING WILL EQUAL NEARLY 20% OF THE NATIONAL ECONOMY

[REGISTER](#)

[play](#) [pause](#)

If you sell to government agencies...

Stop wasting time and money searching for bids. Eliminate the hassle and let us do the work. Register now and receive immediate opportunities specific to your business. Membership grants you access to thousands of national and local bids. Synchronize with the industry's leader and increase your bottom line. Join BidSync!

Electronic Bidding Platform

- Nationwide Access
- Qualified Bid Leads
- Instant Bid Delivery
- No searching
- No missed opportunities
- No uncertainty



Thousands of bids in every industry nationwide!

Administrative and Financial
 Agricultural
 Architecture and Engineering
 Building Equipment
 Clothing, Laundry Equipment
 Communication and Network
 Computers and Software
 Construction: Road, Public Works, etc.
 Fleet and Automotive
 Food, Supplies and Services
 Furniture and Furnishings
 Janitorial and Cleaning
 Laboratory
 Medical
 Office and Printing Supplies
 Safety and Protection
 The Trades: Electrical, HVAC, Plumbing

[Click Map to Search Current Bids](#)



Featured Members:



Welcome to BidSync - Microsoft Internet Explorer

File Edit View Favorites Tools Help


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Search

Favorites

Address <https://www.bidsync.com/DPX>

Go Links



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Home Search Bids Orders Tools CRM

Help Logout

Welcome, billrich8 - Strick It Rich

PROFILE SETUP

You are eligible to register your profile with the following agencies:

- [The State of California](#)

SUPPLIER ADVERTISEMENTS

[Search Supplier Ads](#) ****New!**

BIDLYNC

[Click here to learn more.](#) ****New!**

QUESTIONS ANSWERED

You have no answered questions.

ORDERS TO FULFILL

You have no orders pending.

CONTRACT DISCUSSIONS

You do not have any new contract discussions.

NEWS

One of the following browsers are recommended for viewing this site.

- [Firefox 1.5](#)
- [Internet Explorer 6.0](#)
- [Netscape Navigator 8.0](#)

Bids

Bids about to end [?](#)

BID	DESCRIPTION	OFFERS	TIME LEFT
You do not have any bids that are about to end.			

Invited Bids

BID	DESCRIPTION	OFFERS	TIME LEFT
You do not have any new bids.			

BidLync **New!****

DESCRIPTION	LOCATION	TIME LEFT
(3) One Ton Trucks, C&C	AB	1 day
(9) Transit Bus Shelthers	AB	1 day
(9) Transit Bus Shelthers	AB	1 day
(MBU-538-09) Replacement of Hallway Lockers for Lansdowne Middle School	MD	1 day
(MWE-837-09) Hallway Locker Replacement for Deer Park Middle School	MD	1 day
Click here to see more bids **New! Currently Running: 13293		



Account Profile Setup



Based on your current profile, you are invited to do business with [The State of California](#).

PROFILE SETUP

<input checked="" type="checkbox"/>	Regions	Edit
<input checked="" type="checkbox"/>	NIGP Classifications	Edit
<input checked="" type="checkbox"/>	Notifications	Edit
<input checked="" type="checkbox"/>	Agency Types	Edit

OPTIONAL PROFILE SETUP

<input checked="" type="checkbox"/>	UNSPSC Classifications	Edit
<input type="checkbox"/>	NAICS Classifications	Edit

OTHER SETTINGS

<input type="checkbox"/>	General Information	Edit
<input type="checkbox"/>	User Information	Edit
<input type="checkbox"/>	Change Password	Edit
<input type="checkbox"/>	Qualifications	Edit
<input checked="" type="checkbox"/>	Company Keyword Search Terms	Edit

**BIDSYNC**
Powered By RFP Depot[Home](#) [Search](#) [Bids](#) [Orders](#) [Tools](#) [CRM](#)[Help](#) [Logout](#)[Your Info](#) | [Admin](#) | [Invoice](#) | [Tools](#) | [Messages](#)

billrich8 - Strick It Rich



The State of California Supplier Profile

Successfully completing this registration process will enable you to do business through this system as a supplier with the State of California. Once your profile information is saved, you will be allowed to continue with the registration process by submitting your profile to the State of California for review.

PROFILE INFORMATION

X	Identification Number:	[Edit]
✓	UNSPSC Classifications:	[Edit]
X	The State of California Use Policy:	Not Accepted [View]
	Registration Status:	Submit Registration

CERTIFICATIONS

[Register your business](#) with The State of California as:

- Small Business
- Disabled Veteran Business Enterprise
- Non-Profit Veteran Service Agency
- Non-Profit

[Home](#) [Bid Search](#) [Bids](#) [Orders](#) [Tools](#) [Privacy](#) [Cert.](#) [Terms](#) [Logout](#)Customer Support - vendorsupport@bidsync.com or 1-800-990-9339

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Qualifications

Select Region

ABBRV.	QUALIFICATION
--------	---------------

● Save


● **Cancel**

BidSync: Qualifications - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Mail Print View Source

Address <https://www.bidsync.com/DPXQualif?ac=supplierview&returnmyinfo=y®ion=/ca> Go Links



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 [Invoice](#) |
 [Tools](#) |
 [Messages](#)
billrich8 - Strick It Rich

Qualifications

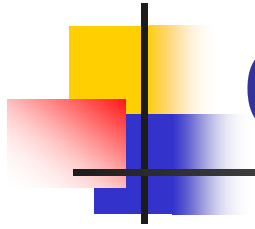
Select Region: California
 Select Agency: All Organizations

ABBRV.	QUALIFICATION
ANC	Alaska Native Corporation
	<input type="checkbox"/> General Certification
	<input type="checkbox"/> General Certification Certification Number <input type="text"/> *
CA-DVBE	State of California - Disabled Veteran Business Enterprise [Agency Enters Info]
	<input checked="" type="checkbox"/> General Certification California Registration System
CA-NP	State of California - Non-Profit [Agency Enters Info]
	<input checked="" type="checkbox"/> General Certification California Registration System
CA-NVSA	State of California - Non-Profit Veteran Service Agency [Agency Enters Info]
	<input checked="" type="checkbox"/> General Certification California Registration System
CA-SB	State of California - Small Business [Agency Enters Info]
	<input checked="" type="checkbox"/> General Certification California Registration System
CA-SBE	State of California Small Business Enterprise
	<input type="checkbox"/> General Certification
	<input type="checkbox"/> Certification Number Certification Number <input type="text"/>
	Certification Date <input type="text"/>
CCC	Central Costa Certified SBE [Agency Enters Info]

Internet

Start |
 Calendar - Microsoft Outl... |
 BidSync: Qualification... |
 eP - Qualification screen ... |
 Document2 - Microsoft ...

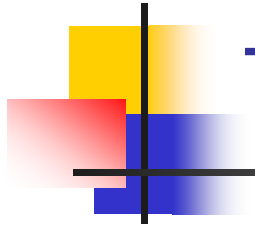
11:15 AM



Question & Answer Time

- Remember to raise your “Hand” if you have a question. This is used to alert us.
- The Hand shaped icon should be located in the upper right-hand corner of your screen.
- If you have voice capabilities – You must TURN IT ON
- If you do not have voice capabilities – Then write your question on the screen.

NOTE: Please keep your questions within the scope of our objectives for this presentation.



Things to Remember

1. You must validate your information for the State of California registration process.
2. If you are already certified, you do not need to resubmit for certification.
3. Various fees possible if you expand beyond California.

Helpful links and numbers:



Dept of General Services Resources:

- eprocure@dgs.ca.gov – DGS eProcurement email questions
- 916 375-2000 – DGS eProcurement Hotline (M-F 8am – 5pm)
- OSDCHelp@dgs.ca.gov – Email assistance with Certification - CA Office of Small Business Certification
- www.dgs.ca.gov/pd – For General Information - DGS Procurement Division
- CALPCA@dgs.ca.gov – For Webinar information
- ADVOCATE@dgs.ca.gov / 800-559-5529– Email and phone help with certification, outreach events, how to do business with the State, etc.

Outside DGS:

- www.unspsc.org – United Nations Standard Product & Services Code info
- suppliersupport@bidsync.com – Email Bidsync
- Phone: 800 990-9339 Option 1 – Bidsync



Cal-PCA Supplier /Vendor Training – eProcurement

Thank you for participating in this
meeting.